



BIRKENHEAD SCHOOL

Information for candidates applying for the position of Deputy Head (Academic)

Required for September 2017

HMC INDEPENDENT
CO-EDUCATIONAL DAY SCHOOL

SENIORS
404 PUPILS
AGED 11-18
271 BOYS / 133 GIRLS

PREP
343 PUPILS
AGED 3-11
206 BOYS / 137 GIRLS

NURSERY
65 PUPILS
AGED 3 MONTHS – 3 YEARS
23 BOYS / 42 GIRLS

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral and as far afield as Chester and North Wales. There are currently some 65 children in the Nursery & Pre-Prep (ages 3 months to 3), 343 pupils in the Prep (ages 3-11) and 404 pupils in Years 7 to 13. When the local GDST school announced that it was to become an Academy, the Governors decided to make Birkenhead School fully co-educational from September 2008, offering the choice of an independent education to all local children. Across the School approximately 38% of pupils are now girls. The School attracts pupils in competition with several well-established state grammar schools on the Wirral.

Situated in the leafy suburb of Oxtan, the School enjoys excellent facilities. The main campus has a 'village green' atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new games pavilion, six new classrooms for Prep, a major refurbishment of both the Sixth Form Centre and the School Hall's performance space and a new artificial sports pitch. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby. The educational and recreational opportunities offered by Liverpool, Chester and North Wales are all within easy reach.

The School is in a strong position financially, with no debt. We are fortunate to have financial support from our "Foundation Trust", and we are well supported by the Old Birkenian Society and by the Parents' Association.

SCHOOL ORGANISATION

The School comprises Nursery, Prep and Seniors and integrates their objectives and activities within a whole school concept. The Head chairs the School's Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar. This group normally attends the Board meetings.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006 and the decision to become fully co-educational in 2008. It is very attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to coeducation reinforced this and at present, 195 families have more than one child in the School and 28 have three or four children.





BIRKENHEAD SCHOOL

Prep

The Prep is a vital and integral part of Birkenhead School, and shares the same standards and ethos as Seniors.

Numbers across the School are healthy and overall numbers in Prep have remained strong. There are currently 65 children in the Early Years Foundation Stage and 343 children in Years 1– 6. A pattern of three forms per year from Year 1 is now established, with a target year group size of 60. A small number of pupils leave at 11 to go to one of the free grammar schools. However, recruitment from local primary schools compensates for this loss.

The continuity between Prep and Seniors has been greatly assisted by the removal, in 2005, of a requirement for Prep pupils to sit the entrance examination. Pupils are now assessed for transfer during Year 5 and, based on internal assessments, NFER scores and teacher evaluation, places are offered in the summer term of Year 5.

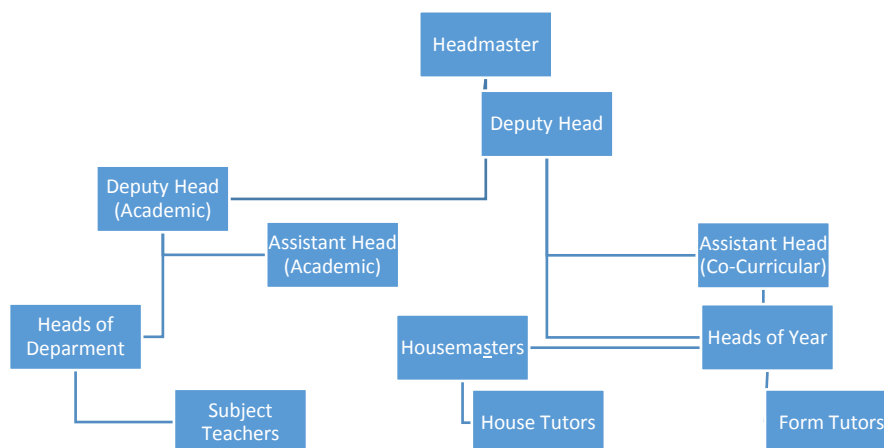
SENIORS

Admission to the senior part of the School for pupils who have not been through the Prep is either through an assessment towards the end of Year 5 or in January/February of Year 6. A substantial number of pupils benefited in the past from the Government Assisted Places Scheme and the School aims to offer similar support in the form of Scholarships and Bursaries. Bursaries are now increasingly offered from Year 2 in the Prep as well.

The target year group size in Seniors is 66. There are currently 106 students in the Sixth Form studying 4 AS subjects in the Lower 6th and going on to study three or four A2s in the Upper 6th. Academic results are strong (A level A* - B: 88% in 2016, GCSE A* - A: 67% in 2016). Almost all students go on to further study at university, with the majority going to Russell Group universities including Oxbridge.

Throughout the School a broad and challenging curriculum is offered, complemented by an extensive programme of co-curricular activities, including music, drama and the Duke of Edinburgh scheme as well as educational visits, after-school clubs and overseas trips. The Chapel is used through the School's week and the Chapel Choir sings choral evensong on Sunday during term. Sport is particularly strong, with an extensive fixture list for both boys and girls and considerable success at regional and indeed national level.

TEACHING MANAGEMENT STRUCTURE





BIRKENHEAD SCHOOL

THE POSITION OF DEPUTY HEAD (ACADEMIC)

We are seeking to appoint an academically able and dynamic teacher with the vision and commitment to contribute to the leadership of the whole School. He or she will have specific responsibility for the development and management of the curriculum and for the monitoring and on-going improvement of teaching and learning in the senior part of the School. The successful candidate will be able to inspire a love of scholarship and a pursuit of academic rigour within a curriculum that goes beyond the prescription of examination bodies and regulation. They will be required to evaluate the curriculum regularly and thus be satisfied that it remains appropriate to the changing needs of pupils, gives due regard to their academic and pastoral development, and stimulates a love of learning.

Applicants should be aware that the job description details responsibilities of the current Deputy Head (Academic). We recognise that the person appointed will bring their own strengths and interests to the post and that some clarification and adjustment of specific responsibilities is likely when the appointment is made. The role is supported by an academic Assistant Head who manages the data within the School.

GENERAL RESPONSIBILITIES

- Supporting the Headmaster in the leadership, management and marketing of the School.
- Contributing towards the School Development Plan and implementing it as appropriate.
- Working closely with the Head of Prep and Deputy Head of Prep to ensure a whole school approach, where appropriate, and a smooth transition from Prep to Seniors.
- Assisting with staff recruitment.
- Deputising for the Headmaster in the Deputy Head's absence.
- To be a member of the School's Senior Leadership Team, which also includes the Headmaster, Head of Prep, Deputy Head, Deputy Head of Prep and Bursar.

CURRENT LIST OF FURTHER RESPONSIBILITIES OF THE DEPUTY HEAD (ACADEMIC)

Below is a list of further responsibilities currently held by the Deputy Head (Academic). The list is not exhaustive and may be amended to suit the strengths and experience of the appointee.

- Monitoring pupil academic performance including Value Added and Target Setting
- Line manage the Academic Assistant Head, Head of Careers, UCAS coordinator, SENCO and Examinations Officer.
- Assessment and reporting (policy, oversight and quality control).
- Managing budgets for teaching resources.
- Census returns to DfE, ISC, ISI etc with assistance from the Academic Assistant Head.
- Curriculum structure and policy.
- Examinations (internal and external, policy, oversight).
- Responsible for Educational Quality ISI inspection preparation.
- Leading Heads of Department (developing middle management, departmental audits, day to day management and monitoring, departmental handbooks, schemes of work and examination specification protocols, homework monitoring).
- Leading teacher recruitment (with Headmaster / SLT / HoD).
- Linking and developing the academic curriculum and timetable with the Prep.

EDUCATION RESPONSIBILITIES

- Monitoring the quality of teaching and learning (including the Professional Review process) and advising the Headmaster regarding staff performance.
- Curriculum planning to maintain the School at the forefront of educational developments attractive to our students and their families.
- Liaising with relevant governors in running the Board's Education Committee.
- Chairing regular meetings of the Heads of Departments.
- Liaison with the Bursar and HoDs in managing the academic budgets.





BIRKENHEAD SCHOOL

TEACHING AT BIRKENHEAD SCHOOL

The School employs about 88 teaching staff, as well as a similar number of support staff. The common rooms are friendly and well supported and there is a healthy mix of youth and experience!

In addition to their curricular and co-curricular contributions, full time teachers have responsibility for a Form; this includes the pastoral curriculum and promoting pupils' personal development through the House system. Form tutors attend Chapel and assemblies with their Form.

All teachers appointed are expected to be able and willing to contribute to the life of the School beyond their academic discipline. There are many opportunities to share enthusiasms and staff can expect to be supported in any attempt to broaden pupils' horizons.

REMUNERATION AND BENEFITS

- Salary will be on the Birkenhead Leadership Scale and will reflect the seniority of the post and the experience of the candidate.
- Rented single or married accommodation in a School flat may be available to assist with transition.

Some other benefits of teaching at Birkenhead School include:

- Approximately 170 teaching days per year (190 in maintained sector).
- Around four Staff Training days for all teaching staff (full and part-time).
- Full access to the Teachers' Pension scheme.
- Childcare voucher scheme.
- Children of teaching staff enjoy a 50% fee reduction from Reception onwards (less in Nursery and Pre-Prep).
- Grants towards computer purchase.

APPLICATION

Letters of application, together with a completed application form (a *curriculum vitae* may be included), including the names and addresses of two referees, should be sent for the attention of the Headmaster:

headmaster@birkenheadschoo.co.uk.

Applications may also be sent by post to:

The Headmaster, Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD

Application forms can be downloaded from the School's website www.birkenheadschoo.co.uk or from the Headmaster's PA, Mrs Debbie Roberts, telephone 0151 651 3009.

All posts are subject to an enhanced DBS check.

Candidates are welcome to contact the Headmaster or the current post-holder, Mike Hayward (mh@birkenheadschoo.co.uk) for an informal conversation or to arrange a visit to the School.

